

SOLICITATION/CONTRACT BIDDER/OFFEROR TO COMPLETE BLOCKS 11, 13, 15, 21, 22, & 27		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE 1 OF 7 PAGES	
2. CONTRACT NO.		3. AWARD/ EFFECTIVE DATE		4. SOLICITATION NUMBER SOL-520-17-000007		5. SOLICITATION TYPE <input type="checkbox"/> SEALED BIDS (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	
6. SOLICITATION ISSUE DATE 03/22/2017							
7. ISSUED BY USAID Guatemala 00000		CODE GUATEMALA		8. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS NAICS: <input type="checkbox"/> 8(A) SIZE STANDARD:			
		NO COLLECT CALLS					
9. (AGENCY USE)							
10. ITEMS TO BE PURCHASED (BRIEF DESCRIPTION) <input type="checkbox"/> SUPPLIES <input type="checkbox"/> SERVICES							
11. IF OFFER IS ACCEPTED BY THE GOVERNMENT WITHIN _____ CALENDAR DAYS (60 CALENDAR DAYS UNLESS OFFEROR INSERTS A DIFFERENT PERIOD) FROM THE DATE SET FORTH IN BLOCK 9 ABOVE, THE CONTRACTOR AGREES TO HOLD ITS OFFERED PRICES FIRM FOR THE ITEMS SOLICITED HEREIN AND TO ACCEPT ANY RESULTING CONTRACT SUBJECT TO THE TERMS AND CONDITIONS STATED HEREIN.				12. ADMINISTERED BY USAID Guatemala 00000			
13. CONTRACTOR OFFEROR				14. PAYMENT WILL BE MADE BY			
CODE				CODE			
FACILITY CODE							
TELEPHONE NO. DUNS NO. <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK:			
15. PROMPT PAYMENT DISCOUNT				16. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304 <input type="checkbox"/> 41 U.S.C. 253 () ()			
17. ITEM NO.	18. SCHEDULE OF SUPPLIES/SERVICES			19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
	The United States Government, represented by the U.S. Agency for International Development (USAID) in Guatemala is seeking applications from U.S. citizens interested in providing the Personal Services Contract (PSC) services described in the attached solicitation. Continued ...						
23. ACCOUNTING AND APPROPRIATION DATA						24. TOTAL AWARD AMOUNT (FOR GOVERNMENT USE ONLY)	
25. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET <input type="checkbox"/> FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY CONTINUATION SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				26. AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION NUMBER SHOWN IN BLOCK 4 INCLUDING ANY ADDITIONS <input type="checkbox"/> OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
27. SIGNATURE OF OFFEROR/CONTRACTOR				28. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
NAME AND TITLE OF SIGNER (TYPE OR PRINT)		DATE SIGNED		NAME OF CONTRACTING OFFICER Barry Collins		DATE SIGNED	

NO RESPONSE FOR REASONS CHECKED			
<input type="checkbox"/>	CANNOT COMPLY WITH SPECIFICATIONS		<input type="checkbox"/> CANNOT MEET DELIVERY REQUIREMENT
<input type="checkbox"/>	UNABLE TO IDENTIFY THE ITEM(S)		<input type="checkbox"/> DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED
<input type="checkbox"/>	OTHER (Specify)		
<input type="checkbox"/>	WE DO	<input type="checkbox"/>	WE DO NOT, DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE OF ITEMS INVOLVED
NAME AND ADDRESS OF FIRM (Include ZIP Code)			SIGNATURE
			TYPE OR PRINT NAME AND TITLE OF SIGNER
<div>FROM:</div> <div>TO: GUATEMALA USAID Guatemala 00000</div> <div>SOLICITATION NO. SOL-520-17-000007</div> <div>DATE AND LOCAL TIME</div>			

AFFIX
STAMP
HERE

CONTINUATION SHEETREFERENCE NO. OF DOCUMENT BEING CONTINUED
SOL-520-17-000007PAGE
3 OF
7

NAME OF OFFEROR OR CONTRACTOR

(A) ITEM NO.	(B) SUPPLIES/SERVICES	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT
	Please submit all application packages via email to: shernandez@usaid.gov no later than April 14, 2017 14:00 CT Delivery Location Code: GUATEMALA/LOCAL USAID/Guatemala Km. 6.5 Blvd Los Proceres Santa Catarina Pinula, Guatemala				
0001	Hiring of DGO Senior Democracy and Governance Advisor (USPSC).				

CP - Cover Page	4
Clauses	4

CP - Cover Page

Clauses

USPSC Solicitation Template

SOLICITATION NUMBER: SOL-520-17-000007

ISSUANCE DATE: 03/23/2017

CLOSING DATE/TIME: 04/14/2017

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offer must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all Offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

William R. Granger

Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: SOL-520-17-000007
2. ISSUANCE DATE: March 23, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 14, 2017
4. POSITION TITLE: Sr. Democracy and Governance Advisor
5. MARKET VALUE: \$88,136-\$114,578 equivalent to GS-[]

Final compensation will be negotiated within the listed market value.

If the position is for a Washington based PSC, candidates who live outside the Washington, D.C. area will be considered for employment, but no relocation expenses will be reimbursed.

6. PERIOD OF PERFORMANCE: One year

7. PLACE OF PERFORMANCE: Guatemala with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Facility access

9. STATEMENT OF DUTIES

The specific duties of the Advisor will include but are not limited to the following:

10. AREA OF CONSIDERATION: US citizens APPLICABLE POLICY DIRECTIVES AND REGULATION PERTAINING TO PSCs

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Sofia de Hernandez, email at shernandez@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered, the applicant must have:

III. EVALUATION AND SELECTION FACTORS

- Education (15 points)

IV. APPLYING

1. Eligible offerors are required to complete and submit the offer form AID 302-3, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 11.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Applicants are also strongly encouraged to address each of the evaluation criteria above on a separate sheet describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to the criteria. Failure to address the minimum selection and/or evaluation factors may result in the applicant not receiving credit for the pertinent experience, education, training, and awards.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

Forms outlined below can be found at: <http://www.usaid.gov/business/forms>

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

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VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

- 1. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
- 2. Contract Cover Page form AID 302-4 available at <https://www.usaid.gov/forms>.
- 3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

- 4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "Standards of Ethical Conduct for Employees of the

Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .